



# Foreign Affairs Manual

## 2 FAM – General

**Change Transmittal: GEN-362**

**Date:** July 21, 2009

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## 2 FAM 350 TRIBUTE OF APPRECIATION CERTIFICATE

### Changes

1. Major changes:
  - **2 FAM 351, Background:** The Department, to express its thanks for services performed by external persons and groups on behalf of its foreign affairs program, has established a tribute of appreciation certificate for this purpose.
  - **2 FAM 354, Responsibilities:** The nominating mission or bureau that requests a tribute certificate from S/CPR may request the Secretary's signature in special cases involving presentations within the United States.
2. This change transmittal updates the procedures for arranging official visits and entertainment and the responsibilities of the Office of Protocol in clearing requests for approval of official visits.
3. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
4. Revisions since the last update appear in *italics* and *dark magenta*. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes appear in italics, which provide a historical record of changes.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

## **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 2 FAM 350 (CT:GEN-322, 11-29-2005; 2 pages) and replace it with revised subchapter 2 FAM 350 (2 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:GEN-362, and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

**(S/CPR)**